

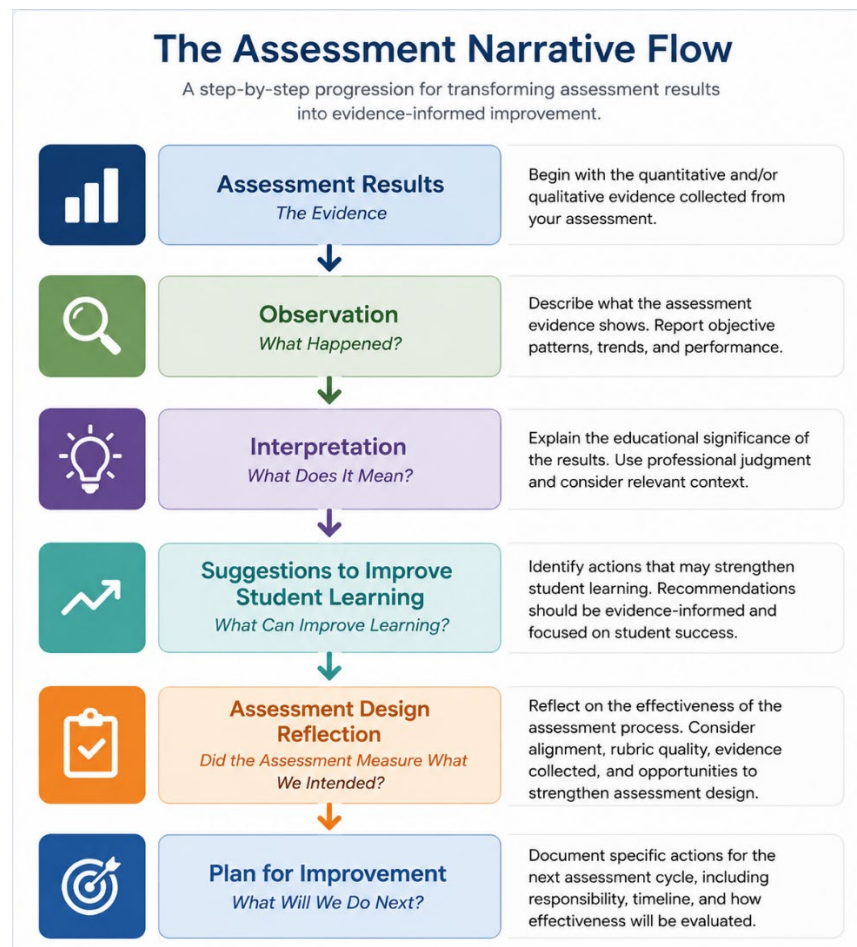


AT-351 Narrative Quick Reference Guide

Purpose

This guide provides a structured framework for writing clear, objective, and evidence-based assessment narratives. It complements the Alignify™ Assessment Methodology (AAM-401) by translating the assessment reporting framework into practical writing guidance.

Review your completed assessment narrative before beginning this worksheet. Identify one or more opportunities for improvement supported by your assessment evidence. Complete each section as thoroughly as possible, ensuring that proposed actions are realistic, evidence-informed, and appropriate for the assessment findings.



The Five Components of an Assessment Narrative

Component	Purpose	Key Question
Observation	Describe what the assessment results demonstrate.	What happened?
Interpretation	Explain the educational significance of the results.	What does it mean?
Suggestions to Improve Student Learning	Recommend actions that may strengthen learning.	What can improve student learning?
Assessment Design Reflection	Reflect on the effectiveness of the assessment itself.	Did the assessment measure what we intended?
Plan for Improvement	Document specific actions for the next assessment cycle.	What will we do next?

Writing Tips

Observation

Effective Practice

- Report objective findings.
- Summarize meaningful patterns.
- Compare results to established thresholds.
- Describe performance before interpreting significance.

Strengthen Your Narrative By

- Separating observation from interpretation.
- Allowing the evidence to guide recommendations.
- Maintaining an objective, professional tone.
- Limiting conclusions to those supported by the available evidence.

Interpretation

Effective Practice

- Explain what the observed patterns suggest.
- Apply professional judgment.
- Consider instructional context.
- Recognize areas where additional evidence would strengthen interpretation.

Avoid

- Base interpretations on available evidence and clearly distinguish evidence from inference..
- Overgeneralizing.
- Repeating observations without analysis.

Suggestions to Improve Student Learning**Effective Practice**

- Connect recommendations directly to the assessment evidence.
- Focus on actions that strengthen student learning.
- Recommend realistic and achievable improvements.
- Describe how the recommendation addresses the observed findings.

Assessment Design Reflection**Effective Practice**

Reflect on questions such as:

- Did the assessment align with the CLO?
- Did students have sufficient opportunity to demonstrate learning?
- Did the assessment measure the intended knowledge or skill?
- Would revisions strengthen future assessment?

Plan for Improvement**Effective Practice**

Effective improvement plans:

- Identify specific actions.
- Assign responsibility.
- Establish realistic timelines.
- Describe how future assessment will evaluate effectiveness.

Narrative Quality Checklist

Before submitting your assessment report, ask yourself:

- ☐ Are my observations objective?
- ☐ Have I separated observation from interpretation?
- ☐ Are my conclusions supported by evidence?
- ☐ Are recommendations connected to the assessment findings?
- ☐ Did I evaluate the assessment design?
- ☐ Is my improvement plan realistic and measurable?
- ☐ Have I reviewed all AI-generated content for accuracy and completeness?

*Remember,
Data inform. Evidence persuades.*

Assessment reporting transforms quantitative results into meaningful evidence through structured analysis, faculty professional judgment, and continuous improvement.

Document ID: AT-351

Series: Alignify™ Assessment Tools (AT)

Version: 1.0 • July 2026

Status: Published

Owner: Alignify™

Related Documents: AAM-401 Assessment Reporting; AM-451 Continuous Improvement; AT-151 Continuous Improvement Planning Worksheet; AT-401 Prompt Engineering for Assessment

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